

Record of Meeting

EEF/LLP Steering Group Meeting

14.4.2016

Attendance:

Andrew Cook – Lincolnshire County Council
 Ann White – Grantham Additional Needs Fellowship
 Ben Willis – Sheffield Hallam University
 Ben Wray – Pollyplatt Primary School
 Beverly Riddle – Morton Trentside Primary School
 Bill Lord – Long Sutton Primary School
 Bronwen Maxwell – Sheffield Hallam University
 Catherine Stratton – Saxilby CofE Primary School
 Dawne Hunt – Holton Le Clay Federation of Schools
 Debbie Barks – St Faiths CofE Infants' and Nursery School
 Frankie Sulke – Education Endowment Fund
 Gavin Booth – LCC
 Heather Sandy – Lincolnshire County Council
 Heidi Dows – Tetney Primary School
 Helen Barker – Lincoln Mount Street Academy
 James Siddle – St Margaret's CE Primary School
 Jayne Carter – Elite Teaching School Alliance
 Jonathan Sharples – Education Endowment Fund
 Karen Bailey – Lincolnshire County Council
 Krysta Parsons – St Giles Academy
 Martin Smith – LCC
 Nicki Shore – Banovallum School
 Nicky Wells – minute taker, Lincolnshire County Council
 Nicola Gough – Welton St Mary's CofE Primary Academy
 Sarah Akhurst – Eastfield Infants' and Nursery School
 Suzanne Scott – Ellison Boulters CofE Primary Academy
 Simon Morley – Kirkby on Bain CE Primary School

Apologies:

Andrew Stones – William Farr CofE Comprehensive School
 Andrew Sale – Ermine Primary Academy
 Ann Hoffmann – St Francis Special School
 Anthony Partington – Stamford Welland Academy
 Heather Payne – Queen Elizabeth's Grammar School
 Julie Chong – Stamford Welland Academy
 Lizzie Kennedy – Linchfield Community Primary School
 Marie-Claire Bretherton – Lincoln Mount Street Academy
 John Sisman – Ling Moor Primary Academy
 Peter Bell – Grantham Additional Needs Fellowship
 Sheridan Dodsworth – LCC
 Steven Puttick – Bishop Grosseteste

Decisions and Actions

Item 1	Key discussion points	Decisions
EEF/LLP Teaching Assistant project for all schools in Lincolnshire	<ul style="list-style-type: none"> Proposal to deliver project via Teaching Schools as delivered to and approved by LLP Board Specific roles and structures of the project, including regional, cluster and school leads, to be defined by Teaching Schools 	Group adopted proposal to commission Teaching Schools for project delivery alongside the Board's requirement to include communication and promotion regarding Teaching Schools and cross-phase pairing in the project.
Actions: None		

Item 2	Key discussion points	Decisions
Project funding	Proposal by the operational steering group and approved by the Board to fund the project through a combination of LCC, LLP and school contribution.	<ul style="list-style-type: none"> Regional leads to be funded by LCC Cluster leads to be funded by LLP Cost of release time for research leads to be absorbed by schools
Actions: None		

Item 3	Key discussion points	Decisions
Project evaluation	Sheffield Hallam independent evaluation of project outcomes via interviews, audits, surveys, cost and ROI analyses.	N/A
Actions: None		

Item 4	Key discussion points	Decisions
Communication, commissioning and next steps	<ul style="list-style-type: none"> Announcing the project at the upcoming LLP launch Communication to the Partnership following the launch with a strong emphasis on the fact that this a project driven by the sector for the sector, and the expectation that all schools in Lincolnshire will take part. Timeline for roll out and next steps 	<ul style="list-style-type: none"> Steering group to remain involved in the governance and monitoring of project implementation. Steering group to be involved in contract management meetings and review of KPIs and achievements.
Actions: <ul style="list-style-type: none"> Steering group to present the project at the launch alongside EEF representative. LCC to commission Teaching Schools on behalf of the Steering Group. 		